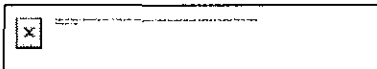


Asci, Terry (SCA)

From: noreply@formstack.com
Sent: Tuesday, October 03, 2017 1:34 PM
To: Breaches, Data (SCA)
Subject: Security Breach Notifications



Formstack Submission For: Security Breach Notifications Submitted at 10/03/17 1:33 PM

Business Name: Chin & Curtis, LLP

Business Address: 75 Federal Street
Boston, MA 02110

Foreign Business Address:

Company Type: Other

Your Name: Philip Curtis

Title: Managing Partner

Contact Address: 75 Federal Street
Boston, MA 02110

Foreign Contact Address:

Telephone Number: (617) 748-5188

Extension:

Email Address: pcurtis@chincurtis.com

Relationship to Org: Owner

Breach Type:	Electronic
Date Breach was Discovered:	09/08/2017
Number of Massachusetts Residents Affected:	0
Person responsible for data breach.:	Former Employee
Please give a detailed explanation of how the data breach occurred.:	In October, 2016 we scanned H-1B petitions filed on behalf of two client employees in preparation for posting them to the respective employees' web portals. In the process of scanning, we inadvertently placed the filing letter for employee A on top of the petition filed on behalf of employee M (a New Jersey resident). The entire petition for employee M was then posted to employee A's web portal. The mistake was discovered on September 8, 2017 when employee A reviewed the H-1B filing and discovered that it was not his. We were informed via email on the evening of September 8, and investigated the matter on Monday morning, September 11. We immediately removed employee M's H-1B petition from employee A's web portal, rescanned employee M's petition and placed it on his portal.
Please select the type of personal information that was included in the breached data.:	Social Security Numbers = Selection(s)
Please check ALL of the boxes that apply to your breach.:	The person(s) with possession of personal information had authorized access = Selection(s)
For breaches involving paper: A lock or security mechanism was used to physically protect the data.:	N/A
Physical access to systems containing personal information was restricted to authorized personnel only.:	N/A
Network configuration of breached system:	Closed System
For breaches involving electronic systems, complete the following:	N/A = Selection(s)

All Massachusetts residents affected by the breach have been notified of the breach.: Yes

Method(s) used to notify Massachusetts residents affected by the breach (check all that apply): US Mail = Selection(s)

Date notices were first sent to Massachusetts residents (MM/DD/YYYY): 10/03/2017

All Massachusetts residents affected by the breach have been offered complimentary credit monitoring services .: No

Law enforcement has been notified of this data breach.: No

Please describe how your company responded to the breach. Include what changes were made or may be made to prevent another similar breach from occurring.:

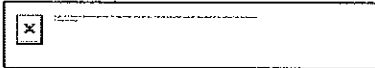
Going forward, we will have a checklist to ensure that materials posted to the secure web portal belong or pertain only to the individual who has access to that web portal. This should prevent inadvertently uploading documents to the wrong portal. Deliberately uploading documents belonging to a different person would be a direct violation of the Chin & Curtis WISP and would be cause for dismissal.

Copyright © 2017 Formstack, I.I.C. All rights reserved. This is a customer service email.

Formstack, 8604 Allisonville Road, Suite 300, Indianapolis, IN 46250

Asci, Terry (SCA)

From: noreply@formstack.com
Sent: Tuesday, October 03, 2017 1:34 PM
To: Breaches, Data (SCA)
Subject: Security Breach Notifications



Formstack Submission For: Security Breach Notifications Submitted at 10/03/17 1:34 PM

Business Name: Chin & Curtis, LLP

Business Address: 75 Federal Street
Boston, MA 02110

Foreign Business Address:

Company Type: Other

Your Name: Philip Curtis

Title: Managing Partner

Contact Address: 75 Federal Street
Boston, MA 02110

Foreign Contact Address:

Telephone Number: (617) 748-5188

Extension:

Email Address: pcurtis@chincurtis.com

Relationship to Org: Owner

Breach Type:	Electronic
Date Breach was Discovered:	09/08/2017
Number of Massachusetts Residents Affected:	0
Person responsible for data breach.:	Former Employee
Please give a detailed explanation of how the data breach occurred.:	In October, 2016 we scanned H-1B petitions filed on behalf of two client employees in preparation for posting them to the respective employees' web portals. In the process of scanning, we inadvertently placed the filing letter for employee A on top of the petition filed on behalf of employee M (a New Jersey resident). The entire petition for employee M was then posted to employee A's web portal. The mistake was discovered on September 8, 2017 when employee A reviewed the H-1B filing and discovered that it was not his. We were informed via email on the evening of September 8, and investigated the matter on Monday morning, September 11. We immediately removed employee M's H-1B petition from employee A's web portal, rescanned employee M's petition and placed it on his portal.
Please select the type of personal information that was included in the breached data.:	Social Security Numbers = Selection(s)
Please check ALL of the boxes that apply to your breach.:	The person(s) with possession of personal information had authorized access = Selection(s)
For breaches involving paper: A lock or security mechanism was used to physically protect the data.:	N/A
Physical access to systems containing personal information was restricted to authorized personnel only.:	N/A
Network configuration of breached system:	Closed System
For breaches involving electronic systems, complete the following:	N/A = Selection(s)

All Massachusetts residents affected by the breach have been notified of the breach.:

Yes

Method(s) used to notify Massachusetts residents affected by the breach (check all that apply)::

US Mail = Selection(s)

Date notices were first sent to Massachusetts residents (MM/DD/YYYY):

10/03/2017

All Massachusetts residents affected by the breach have been offered complimentary credit monitoring services .:

No

Law enforcement has been notified of this data breach.:

No

Please describe how your company responded to the breach. Include what changes were made or may be made to prevent another similar breach from occurring.:

Going forward, we will have a checklist to ensure that materials posted to the secure web portal belong or pertain only to the individual who has access to that web portal. This should prevent inadvertently uploading documents to the wrong portal. Deliberately uploading documents belonging to a different person would be a direct violation of the Chin & Curtis WISP and would be cause for dismissal.

Copyright © 2017 Formstack, LLC. All rights reserved. This is a customer service email.

Formstack, 8604 Allisonville Road, Suite 300, Indianapolis, IN 46250